

“Approved”  
Head of Scientific Council  
Director of IIAP NAS RA  
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**P r o g r a m**  
of the “Informatics” qualifying examination for the candidate degree

1. Windows

- 1.1. Working with files and folders
- 1.2. Start menu objects
- 1.3. Working in a network environment
- 1.4. Using the Internet
- 1.5. Communicating by using E-mail and instant messaging

2. MS Word

- 2.1. Creating and editing a document
- 2.2. Formatting the text in a document (font, paragraph, styles)
- 2.3. Changing the look of a document
- 2.4. Presenting information in tables and columns
- 2.5. Proofreading and printing a document
- 2.6. Working with graphics
- 2.7. Working with charts
- 2.8. Working with footnotes and bookmarks
- 2.9. Creating tables of contents and indexes

3. MS Excel

- 3.1. Setting up a workbook
- 3.2. Performing calculations on data
- 3.3. Changing document appearance
- 3.4. Combining, sorting and summarizing data
- 3.5. Working with charts and printing
- 3.6. Working with other Microsoft Office programs

4. MS Access

- 4.1. Creating a new database
- 4.2. Importing and exporting information

- 4.3. Simplifying data entry with forms
- 4.4. Working with reports
- 4.5. Working with queries
- 4.6. Working with web pages

## 5. MS PowerPoint

- 5.1. Creating a PowerPoint presentation
- 5.2. Adding and modifying slide text, applying the effects
- 5.3. Printing a presentation
- 5.4. Adding and modifying design templates
- 5.5. Working with objects and colors
- 5.6. Inserting information into PowerPoint
- 5.7. Inserting pictures into PowerPoint
- 5.8. Producing a slide show
- 5.9. Creating a web presentation

## 6. Computer networks

- 6.1. Network classification
- 6.2. Local area networks, topology and architectures
- 6.3. Basic hardware components
- 6.4. Dial up networking
- 6.5. Internet protocols
- 6.6. IP-addresses, net mask, gateway, DNS
- 6.7. Services of Internet: ftp, telnet/ssh, http, e-mail (Outlook Express, MS Outlook)
- 6.8. Internet resources, searching systems

## 7. HTML

- 7.1. The structure of Web-site
- 7.2. The basic HTML tags
- 7.3. The text formatting tags, DHTML tags
- 7.4. The tables creating and formatting tags
- 7.5. Inserting images on Web-site
- 7.6. Inserting hyperlinks on Web-site